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MEMORANDUM FOR: DS&T Secretarial Representative

FROM:

[Redacted]

STAT

Chief, Job Enrichment Branch, PCSD/OP

SUBJECT:

Spreadsheet for FY88 Requested IS-04 Positions

The attached spreadsheet lists S&T secretarial positions which were requested at the IS-04 level for fiscal year 1988. We have also audited a minimal number of requested IS-03 positions. Feedback will be provided on these positions upon completion of auditing the remaining IS-03 requests, which is scheduled for March 1988.

Please provide a copy of the spreadsheet to all attendees of our 21 January meeting with directorate management.

[Redacted]

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DDI - FY87

STAT Requested ☐ IS-04 positions in FY87.

STAT Out of those ☐, we classified ☐ as either IS-04
or IS-04 PGR

STAT Out of the ☐ needing enriched, ☐ were done so
STAT successfully; ☐ were re-submitted for FY88
(DD/SOVA and Chief, Defense Systems Division,
SOVA); and 1 (DD/OIA) has had no further
action.

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UPDATE OF AGENCYWIDE AUDIT SUCCESS RATE

for FY-87 and FY-88

as of 10 March 1989

STAT

<u>Directorate</u>	<u>Positions Audited</u>	<u>Positions Enriched</u>	<u>Success Rate *</u>	<u>Additional Enrichments</u>	<u>Success Rate **</u>
DCI			97%	0	100%
DDA			74%	0	85%
DDI			64%	1	76%
DDO			67%	3	70%
DS&T			93%	0	100%
AGENCYWIDE			83%	4	

* as of Directorate Feedback date

**after Directorate feedback date, and after 1 Oct 88 enrichment deadline date

AGENCYWIDE AUDIT SUCCESS RATE FOR FY-87 and FY-88.

<u>Directorate</u>	<u>Positions Audited</u>	<u>Positions Enriched</u>	<u>Success Rate</u>
--------------------	--------------------------	---------------------------	---------------------

DDAFY-1987

IS-04

IS-03

66%

85%

74%

FY-1988

IS-04

IS-03

86%

66%

74%

TOTALS

74%

85%

<u>Directorate</u>	<u>Positions Audited</u>	<u>Positions Enriched</u>	<u>Success Rate</u>
--------------------	--------------------------	---------------------------	---------------------

DDI

FY-1987

IS-04

63%

IS-03

83%

71%

FY-1988

IS-04

46%

IS-03

58%

53%

TOTALS

64%

76%

Directorate Positions Audited Positions Enriched Success Rate

DDO

STAT.

FY-1987

IS-04
IS-03

66%
84%

74%

FY-1988

IS-04
IS-03

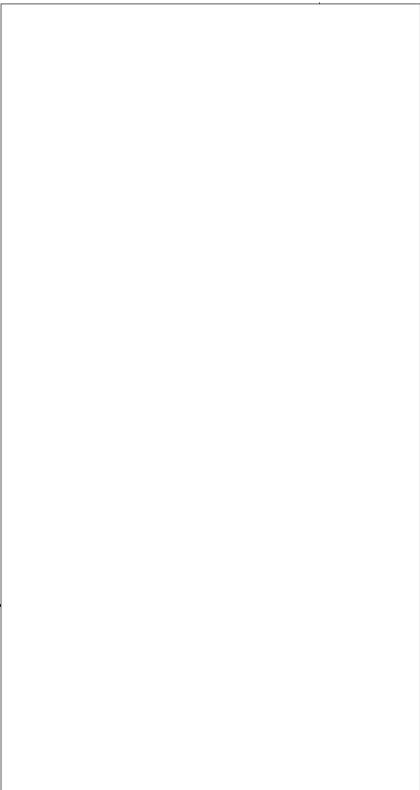
45%
56%

52%

TOTALS

67%

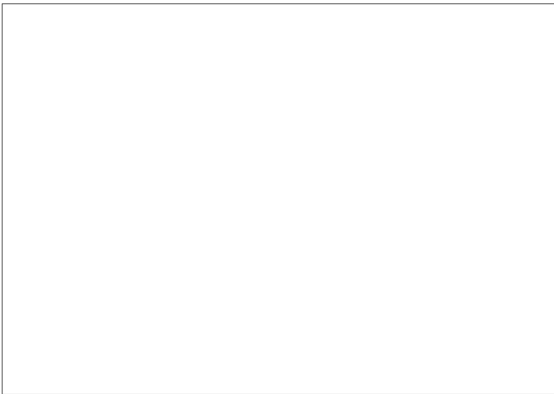
69%



STAT

FY 89

IS -04
03



<u>Directorate</u>	<u>Positions Audited</u>	<u>Positions Enriched</u>	<u>Success Rate</u>
--------------------	--------------------------	---------------------------	---------------------

DS&TFY-1987

IS-04

94%

IS-03

96%

94%

FY-1988

IS-04

77%

IS-03

97%

91%

TOTALS

93%

100%

<u>Directorate</u>	<u>Positions Audited</u>	<u>Positions Enriched</u>	<u>Success Rate</u>
--------------------	--------------------------	---------------------------	---------------------

DCI

STAT

FY-1987

IS-04

95%

IS-03

100%

97%

FY-1988

IS-04

IS-03

TOTALS

97%

100%

Agencywide:

FY-1987

80%

FY-1988

68%

GRAND TOTAL

75%

83%

UPDATE OF AGENCYWIDE AUDIT SUCCESS RATE

for FY-87 and FY-88

As of 07 November 1988

STAT

<u>Directorate</u>	<u>Positions Audited</u>	<u>Positions Enriched</u>	<u>Success Rate *</u>	<u>Additional Enrichments</u>	<u>Success Rate **</u>
DCI			97%	1	100%
DDA			74%	15	85%
DDI			64%	11	76%
DDO			67%	5	69%
DS&T			93%	8	100%
AGENCYWIDE			75%	40	83%

* as of Directorate feedback date

**after Directorate feedback date and prior to 1 Oct 88 enrichments deadline

Several other enrichments are still pending/incomplete although they met the 1 Oct 88 deadline.

Still other positions requiring enrichment have been ignored, only to be resubmitted for upgrading the following year.

AGENCYWIDE AUDIT SUCCESS RATE FOR FY-87 and FY-88

	<u>Directorate</u>	<u>Positions Audited</u>	<u>Positions Enriched</u>	<u>Success Rate</u>
STAT	<u>DDA</u>			
	<u>FY-1987</u>			
	IS-04			66%
	IS-03			85%
				74%
	<u>FY-1988</u>			
	IS-04			86%
	IS-03			66%
				74%
	TOTALS			74%

<u>Directorate</u>	<u>Positions Audited</u>	<u>Positions Enriched</u>	<u>Success Rate</u>
--------------------	--------------------------	---------------------------	---------------------

DDIFY-1987

IS-04
IS-03

63%

83%

71%

FY-1988

IS-04
IS-03

46%

58%

53%

TOTALS

64%

	<u>Directorate</u>	<u>Positions Audited</u>	<u>Positions Enriched</u>	<u>Success Rate</u>
DDO				
STAT	<u>FY-1987</u>			
	IS-04			66%
	IS-03			84%
				74%
	<u>FY-1988</u>			
	IS-04			45%
	IS-03			56%
				52%
	TOTALS			67%

	<u>Directorate</u>	<u>Positions Audited</u>	<u>Positions Enriched</u>	<u>Success Rate</u>
	<u>DS&T</u>			
STAT	<u>FY-1987</u>			
	IS-04			94%
	IS-03			96%
				94%
	<u>FY-1988</u>			
	IS-04			77%
	IS-03			97%
				91%
	TOTALS			93%

	<u>Directorate</u>	<u>Positions Audited</u>	<u>Positions Enriched</u>	<u>Success Rate</u>
STAT	<u>DCI</u>			
	<u>FY-1987</u>			
	IS-04			95%
	IS-03			100%
				97%
	<u>FY-1988</u>			
	IS-04			
	IS-03			
	TOTALS			97%
	Agencywide:			
	FY-1987			80%
	FY-1988			68%
	GRAND TOTAL			75%

STAT

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HE 561 - Office of Finance/CMS

No supervisory responsibilities

Outside contacts limited to job applicants

Does not maintain manager's calendar

No travel-related or fiscal responsibilities

Does not task officers

Does not attend staff meetings and take notes

C O N F I D E N T I A L

#HL-598 OIT/Development Group

FY-88 Requested as IS-03, found IS-02

Has no supervisory responsibilities

Does not handle travel arrangements

No systems administrator duties

Limited outside contacts

Does not task officers

Does not arrange meetings/conferences

Does not attend all staff meetings and take notes

#BF-078 OIT/Development Grp/Systems Support Division

FY-88 Requested as IS-03, found IS-02

Position vacant with no authority to fill. When hiring approval granted, position will be moved from this group to another area.

#BF-086 OIT/Corporate Systems Development Division

FY-88 Requested IS-03, found IS-02

No supervisory responsibilities

Does not handle travel arrangements

Does not arrange meetings/conferences.

No systems administrator duties.

Does not task officers.

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GN-059 - OP/Division I/Employment

Duties found in this position are more in line with an IS-02 than an IS-03. Enrichment will be required to substantiate a Level 03 position.

There are no supervisory responsibilities. The PD indicates supervisory responsibility over five team assistants but manager says this is inaccurate.

Does not draft correspondence or reports independently.

Control manager's calendar tentatively.

Decision making limited to arranging schedules/briefing commitments, referring callers/visitors to other office personnel, and arranging office secretarial coverage when leave is planned.

Does not track action items resulting from staff meetings.

No systems administration duties.

No travel-related or fiscal responsibilities.

Outside contacts limited to OMS and OS.

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